

HAZARD COMMUNICATION PLAN FOR NAVAL AIR STATION PENSACOLA COMMANDS AND ACTIVITIES

APPROVAL PROCESS

1. Obtain the most current electronic copy of the Safety Data Sheet (SDS) in HMIRS or call 452-4637 if assistance is needed.
2. Fill out the Approval Form, Section 1 and 2 and email the Approval Form (if purchasing from Navy ERP do not forget your K location) and Safety Data Sheet (SDS) to the Environmental Office.

(a) First Approval Signature:

Ms. Winifred Jones is POC in the Environmental Office. Her email address is Winifred.jones@navy.mil and her number is 452-3131 ext 3015. Ms. Jones' office is located in bldg. 3560, Public Works Department, Environmental Office.

SPECIAL NOTE:

The Approval Form is always in the control of the customer. When you send the Approval Form for a signature the POC will send it back to you. If you don't receive the Approval Form back in a reasonable amount of time, please call the POC. If you get an out of office reply call 452-4637. The safety office will assist you with the alternate POC.

IF YOU ARE A CONTRACTOR PLEASE OMIT THE SECOND SIGNATURE AND GO TO THE THIRD APPROVAL SIGNATURE.

(b) Second Approval Signature: The second signature block is for the Industrial Hygiene Office. Rolf Fridman is the IH Supervisor for NAS Pensacola. Rolf's email address is rolf.j.fridman.civ@mail.mil and his number is 452-6710, the IH Office is located on Corry Station, bldg. 3776.

(c) Third Approval Signature: Email the Approval Form and SDS to Brian Hill in the safety office. Your request will be approved by the Hazardous Material Control Program Manager (HMCPM), Brian Hill, james.b.hill3@navy.mil 452-4637. NAS Pensacola Safety office is located in bldg 1500, NAS Pensacola Headquarters, 150 Hase Road, room 124.

General Information:

Once all of the signatures are obtained the Approval Form and SDS will be forwarded to the Supply Customer Service Representative (NASP_HAZMART@navy.mil) to be added to your Authorized Use List in Navy-ERP (N-Enterprise Resource Planning). If you wish to obtain a copy of your AUL, send your request to FLC Jacksonville Det Pensacola's HAZMAT email mailbox, nasp_hazmart@navy.mil

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Naval Air Pensacola Hazardous Material Request Form to Add HAZMAT to Activity's Authorized Use List (AUL) Inventory

Section 1 - Customer Information

1. UIC
2. Activity
3. Department
4. "K" Location/Work Center
5. Building Number
6. POC Name
7. POC Phone Number
8. POC Fax Number
9. POC e-mail address

1. Attach a current safety data sheets (SDS)
2. Fill out Approval Form Section 1 & 2, email Approval Form & SDS to Environmental Office.
3. POC in the Environmental Office is winifred.jones@navy.mil, 452-3131 x 3015
4. CONTRACTOR OMIT IH SIGNATURES.
5. All others email Approval Form & SDS to your IH POC.
6. Email form & SDS to Brian Hill, james.b.hill@navy.mil, 452-4637

When you email the form to a POC that POC will email it back to you.
If you have questions please call 452-4637 for assistance.

****The Customer is in control of the form at all times.****

Section 2 - Requested Item Information

10. Item Nomenclature
11. Item Stock Number
12. Item Manufacturer
13. Requirement Quantity
14. Date Required
15. Item to be used for:
16. Substitute Acceptable? If not, why?
17. Safety Data Sheet Number

Section 3 - Reviewing/Approving Authority

	Name of Reviewer	Date Received For Review	Date Released	Approved/Disapproved	COMMENTS
Environmental					
Industrial Hygiene (IH)					
Safety					
Supply					
1. What is the task or process that requires the item?					
2. Where will the task be performed?					
3. Will this product require mixing or diluting?					
4. How often does the task occur (projection if it is a new task)?					
5. How will the product be applied or used (Example: sprayed, brushed, rolled, stick, spatula)?					
6. How long will it take to apply the product (usage at any given time or day)?					
7. Who performs the task?					